Columbia School for Secretaries

1920-1927

February 17, 1920

Office of the Manager
Columbia School for Secretaries
Columbia University
New York City

Dear Sirs:

Kindly inform me when it would be convenient for you to have me call upon your representative in charge of placing students prepared in your School for Secretaries. There is an opening at this Society, and I should like to talk with someone who could give me information as to the likelihood of your being able to aid us in finding a suitable assistant here.

Very truly yours,

Secretary.

Columbia University
in the City of New York
EXTENSION TEACHING AND SUMMER SESSION

February 24, 1920

Mr. Sydney P. Noe
The American Numismatic Society
Broadway and 155 Street
New York City

My dear Mr. Noe

For information in regard to candidates as secretaries, will you kindly communicate with Miss Ethel Breed, the chairman of our Appointments Bureau at the University? I am forwarding your letter to her. I am sure that she would like further details in regard to the position which you are seeking to fill.

Sincerely yours

Katharine C. Reilly

Assistant to the Director

KCR LBA

Columbia University
in the City of New York
APPOINTMENTS OFFICE

SECRETARY OF APPOINTMENTS
TELEPHONE 1400 MORNINGSIDE

ROOM 316 UNIVERSITY HALL

February 25"1920

Mr. Sydney P.Noe

The American Numismatic Society

Broadway between 155th and 156th Streets

New York City

Dear Sir

We beg to acknowledge your letter of February 17" which has been forwarded to this office. We wish to assure you of our desire to be of service to you and shall be glad to see you at any time you find it possible to call. Just at present there is a great demand for secretaries and practically all our students are placed. We shall be glad to give you further information at any time you wish.

Hoping we may be of servide to you,we are

Very truly yours,

Ethel A. Breed

Ethel A.Breed
Secretary

EAB MGB

Columbia University
in the City of New York
APPOINTMENTS OFFICE

SECRETARY OF APPOINTMENTS
EARL HALL

TELEPHONE: 1400 MORNINGSIDE

October 5, 1927

American Numismatic Society,
Broadway at 156th Street,
New York City.

Attention: Mr. Noe.

Gentlemen:

In the past you have given us the opportunity to send you Columbia women for positions.

This year there are a number of qualified students who, while being trained for permanent positions have unoccupied mornings, afternoons, evenings or odd hours. They are well equipped as stenographers, typists, clerks, statisticians and research workers.

If you have occasion to employ any part time people now or during the year, I should be pleased to select carefully one or two women according to the type of person you desire. We should be glad to be of all possible service to you.

Very sincerely yours,

Ruth Callan

Ruth Callan
Assistant to the Secretary

RC MM

April 15th, 1926

Employment Bureau
Columbia University
New York City

Dear Madam:

We are looking for a library assistant, possibly on part-time, but with prospects of advancement if the right party is found. Can you help us out?

We should prefer someone who is non-Jewish and non-Catholic, with a knowledge of at least French and German, if possible; and other languages would be desirable.

I should be glad to give further data by telephone, in case you care to discuss the matter.

Very truly yours,

Secretary

October 8, 1927

Miss Ruth Callan,
Assistant to the Secretary,
Appointments Office,
Columbia University,
New York City

Dear Madam:

Your letter of October 5th is at hand and I appreciate your offer to have your department aid us in any possible way and shall be glad to call upon you, should the occasion arise.

Very truly yours,

Secretary

SPN:MB